



*Together  
We Learn*



**NYAH DISTRICT PRIMARY SCHOOL**  
**INFORMATION BOOK**

*On behalf of the Staff, School Council and Parent's Club of NYAH DISTRICT PRIMARY SCHOOL I would like welcome you and your family to our inclusive school community.*

*We hope that your child's time at our school will be happy, rewarding and full of wonderful learning experiences. We look forward to developing positive relationships with your family as we work together towards providing the best possible learning environment for your child. Success for our students can best be achieved when we have a shared partnership between home, school and the wider community. We encourage you to take an active role in this partnership. We believe we have lots of great things happening in our vibrant small school and we invite you to come and take a look for yourself at any time.*

*This booklet aims to provide you with introductory information regarding our school, its policies and organisation.*

*At Nyah District Primary School we aim to provide an education which will enable students:*

- To have a desire for knowledge*
- To have high personal expectations*
- To show tolerance and respect for others.*
- To be active participants in society*

*Please ask if you would like further information about these or any other aspects of the school.*

*Luke Dalton,  
Principal*

# NYAH DISTRICT PRIMARY SCHOOL

## PRINCIPAL

Luke Dalton

## SCHOOL TELEPHONE NUMBER

03 5030 2548

## EMAIL:

[nyah.district.ps@education.vic.gov.au](mailto:nyah.district.ps@education.vic.gov.au)

## WEBSITE

<http://www.nyahdps.vic.edu.au/>



## SCHOOL HOURS

Students arrive at school prior to 9:00 a.m.

### **Session 1.**

9:00 am – 11:00 am

### **Morning Recess:**

11:00 am - 11:30 am

### **Session 2.**

11:30 am - 1:00 pm

### **Lunch:**

1:00 pm - 1:45 pm

### **Session 3.**

1:45 pm - 3:15 pm

# Together We Learn

This motto reflects the concept that learning is a cooperative effort between school, home and the community. It encourages us to recognise that we are lifelong learners who can continue to learn from each other.

## SCHOOL WIDE POSITIVE BEHAVIOUR SUPPORTS VALUES

Our school has three key values, these are:

1. Respect: to have due regard for the feelings, wishes or rights of others.
2. Responsibility: something that is your job or duty to deal with.
3. Resilience: the ability to recover, or bounce back, from difficulties.



### THE SCHOOL EMBLEM

The school emblem is symbolic of two of the primary industries of the Nyah District. It is a combination of the emblems of the Nyah and Nyah West Primary Schools which were merged in 1997 to form Nyah District Primary School.





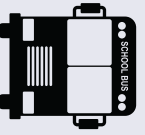

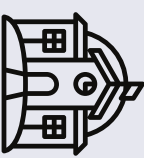
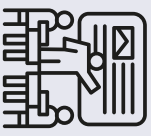
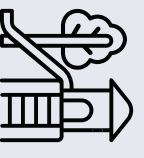
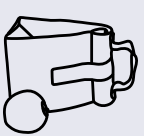

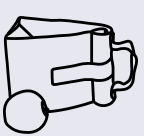

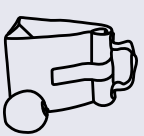

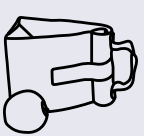
SWPBS (School Wide Positive Behaviour Support) is an evidence-based framework to help support, define, teach and reinforce positive behaviours of all students.

At NDPS (Nyah District Primary School), we use the School Wide Positive Behaviour Support Framework to assist us to create and maintain a positive and safe environment where all students can thrive with their social, emotional, and academic learning.

Staff, students and the wider school community have worked together to develop a Positive Behaviour Matrix. This matrix centres around our schools' values: Respect, Responsibility and Resilience, and outlines our behaviour expectations across a range of school settings. Our behaviour expectations, together with the Resilience, Rights and Respectful Relationships program, are taught explicitly in each classroom and are reinforced across the school, throughout the year.

# Nyah District Primary School Positive Behaviour Matrix

We follow our values of ...

 		RESPECT WHEN WE	RESPONSIBILITY WHEN WE	RESILIENCE WHEN WE
 <b>ON THE BUS</b>	 <b>TOILETS</b>	<ul style="list-style-type: none"> <li>look and listen when people are talking</li> <li>are kind and thoughtful</li> <li>treat property and equipment the way they are supposed to be treated</li> <li>are inclusive and helpful</li> <li>use manners and appropriate words</li> </ul>	<ul style="list-style-type: none"> <li>look after our belongings</li> <li>look after ourselves</li> <li>keep our bodies to ourselves</li> <li>keep things clean and tidy</li> <li>follow instructions</li> <li>wear our school uniform</li> </ul>	<ul style="list-style-type: none"> <li>Keep trying when we make a mistake</li> <li>treat people how we would like to be treated</li> <li>take risks and challenge ourselves in our learning</li> <li>accept others</li> <li>wait our turn</li> </ul>
 <b>ALL AREAS</b>	 <b>LEARNING AREAS</b>	<ul style="list-style-type: none"> <li>sit sensibly</li> <li>match our voice levels to the activity</li> <li>let people learn</li> <li>wait our turn to talk</li> </ul>	<ul style="list-style-type: none"> <li>put our hands up</li> <li>focus on our work</li> <li>participate</li> </ul>	<ul style="list-style-type: none"> <li>learn from our mistakes</li> <li>keep trying</li> <li>cooperate with others</li> <li>compromise with others</li> </ul>
 <b>PLAY AREAS</b>	 <b>EATING AREAS</b>	<ul style="list-style-type: none"> <li>respect everyone's choice of games</li> <li>take turns and share the play equipment</li> <li>take care of equipment and play areas</li> </ul>	<ul style="list-style-type: none"> <li>use equipment safely</li> <li>make sensible choices</li> <li>stay in correct areas of the yard</li> </ul>	<ul style="list-style-type: none"> <li>wait our turn</li> <li>play fair</li> <li>bounce back if we lose</li> <li>accept the rules of the game</li> </ul>
 <b>TOILETS</b>	 <b>EATING AREAS</b>	<ul style="list-style-type: none"> <li>eat with our mouths closed</li> <li>eat our food before play</li> <li>put our hand up and wait for teacher approval before we leave at lunch time</li> <li>walk in the eating area</li> </ul>	<ul style="list-style-type: none"> <li>wait for the bell to go</li> <li>eat our own food</li> <li>put our rubbish in the bin</li> <li>sit to eat</li> </ul>	<ul style="list-style-type: none"> <li>accept what is in our lunchbox</li> </ul>
 <b>TOILETS</b>	 <b>EATING AREAS</b>	<ul style="list-style-type: none"> <li>keep the area clean and tidy</li> <li>give each other privacy</li> <li>use quiet voices</li> </ul>	<ul style="list-style-type: none"> <li>use toilets properly</li> <li>wash our hands with soap</li> <li>are water wise</li> <li>return to class quickly</li> </ul>	<ul style="list-style-type: none"> <li>use the toilets at recess and lunch</li> </ul>
 <b>TOILETS</b>	 <b>EATING AREAS</b>	<ul style="list-style-type: none"> <li>listen to the bus driver</li> <li>let the bus driver concentrate on driving</li> <li>use quiet voices</li> </ul>	<ul style="list-style-type: none"> <li>stay in our seat and keep our seatbelts on</li> <li>follow the rules</li> <li>keep our belongings in our bag</li> <li>arrive on time</li> </ul>	<ul style="list-style-type: none"> <li>accept who sits next to us</li> </ul>

## TEACHING AND LEARNING

Educational programs offered in the school are developed in accordance with the Department of Education & Training guidelines and the Victorian Curriculum and Assessment Authority. Teaching is provided by dedicated staff members, who approach the curriculum with enthusiasm and experience, acknowledging DET priorities and guidelines.

Along with Literacy and Numeracy our programs include studies in the areas of The Arts, Humanities, Science, Digital Technology, Health and Physical Education and Personal and Social Learning. Throughout the school year there are also opportunities for students to participate in Camps & Excursions, Interschool sports, Arts programs and combined activity days with other local schools.

The daily timetable usually includes a 2-hour literacy block, in which students work on reading writing, speaking and listening skills, and a 1-hour numeracy block.



## BETTER BUDDIES

Nyah District Primary School is a 'Better Buddies' school. This is part of 'The Alannah and Madeline Foundation's Better Buddies' program, an initiative designed to create friendly and caring primary school communities where bullying is reduced.

Students in the lower grades of primary school are paired with an older student usually in Grades 5 and 6 who are trained with the necessary skills to teach and practise respect, care, inclusion, acceptance, responsibility and friendship.

The 'Better Buddies' program assists younger student's transition to primary school.

Buddy sessions are held regularly to develop positive cross-age relationships between older and younger buddies.

# BEGINNING SCHOOL

The Prep year is of vital importance in laying the foundations for your child's education. All Programs centre on the development of each child in social, emotional and academic areas.



## PROOF OF AGE

Proof of your child's age will need to be produced before the school can enrol your child. The child must be 5 years old on or before April 30, 2023, to be eligible for February 2023 enrolment.

## SCHOOL ENTRY IMMUNISATION CERTIFICATE

This must be produced before the school can enrol your child. These can be obtained from either Local Council immunisation services or the Australian Childhood Immunisation Register.



# PREPARING FOR SCHOOL

## PREPARING YOUR CHILD FOR SCHOOL

You can teach your child to help themselves by teaching them skills such as:

- know their name, address and telephone number.
- dress and undress themselves (eg. taking off jumper especially).
- be responsible for their own personal belongings.
- tie their own shoelaces.
- manage toileting independently, including urinals.
- follow simple instructions.
- wash their hands.
- blow their own nose.
- pack up toys.
- eat politely.
- know the most direct and safe way to school - crossing roads safely with and without crossings



### HOW CAN YOU HELP?

- Read to your child/ren as often as possible and encourage conversations on what has been read.
- Make time to sit and talk with your child at the end of each school day.
- Set limits and boundaries when disciplining your children.
- Pre-reading, pre-number skills and language skills can all be developed by talking, playing and reading with your child.
- Practise turn taking and sharing and explain the importance of this.

### ATTITUDE

- Ensure children get a good night's sleep as a school day can be long and tiring.
- Everyone learns by example, particularly the example of an influential person. Be aware that your child will have many role models. Try to ensure that they demonstrate a positive attitude towards school and learning. Parent involvement with school projects, programs and committees sends a powerful message to your child that indicates that you value the importance of education.
- Try to be supportive of teaching projects and disciplinary actions. Get to know the school rules so that we can work effectively as a team.
- Show your child that you too are a member of the school community; participate in the activities offered, and contribute, where you can, in the areas requiring parental assistance, eg. lunch order days, fruit rosters, reading helpers etc.



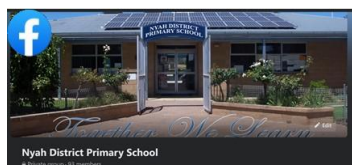


# YOUR INVOLVEMENT

## HOME SCHOOL COMMUNICATION

We recognise the importance of effective communication between the school and our families

A fortnightly newsletter is produced and sent home on Fridays via students or through Email. It is important to read the newsletter carefully as it often contains vital information about excursions, permission forms, etc. as well as showcasing student work and achievements. The newsletter is also available via email; please advise us of your email address if you wish to receive your newsletter in this manner.



The school has 2 Facebook groups, one is a closed group to enable the school to share information, student photos and celebrate student achievements with parents. Families may request to join this group on enrolment the second page is a public page which is used to promote the school with the greater community.



Closed Group link:

<https://www.facebook.com/groups/592604697505040>

Community Page Link:

<https://www.facebook.com/nyahdistrictps>

Each class also uses the SeeSaw app to assist in communication with parents. This is a free to access app which is simple to use but allows another method of home and school communication.



## INTERVIEWS AND REPORTS

Parents/Teacher interviews will be arranged during terms 1 and 3. Parents are welcome to discuss a child's progress or any problem concerning their children at any other time via an appointment. Class teachers are available for interviews and discussions at times which must be pre-arranged as this avoids interruptions to the work of that class. It is wise to sort out problems which your child may have as soon as possible after the problem arises.

- Term 1** - Parent /Teacher Interviews.
- Term 2** - Mid-year reports.
- Term 3** - Parent/Teacher interviews.
- Term 4** - End of year reports.

## SCHOOL COUNCIL

The School Council plays an important role in the administration and organisation of Nyah District Primary School. It is the official advisory and representative body for the school. It is the controlling organisation of the school with elections held as required. School Councillors are elected for a two-year period. School Council usually meets once a month with a minimum of 8 meetings each year.

The responsibilities of School Council have been increased as local school decision making is encouraged. The School Council oversees the policies for the school.

# SCHOOL UNIFORM

Wearing of school uniform is compulsory as explained in the School Uniform Policy. The wearing of hats is compulsory from the beginning of September until the end of April, as NDPS is a Sun Smart school. Peak hats are not permitted to be worn. The school runs a uniform shop with both new and second-hand options available. Assistance to purchase uniform is available.

## **Girls' Uniform:**

### **SUMMER:**

Navy shorts or skorts  
Jade polo short sleeve top  
Navy bucket hat

### **WINTER:**

Navy track suit pants  
Jade polo long sleeve shirt  
Navy and jade rugby jacket.

## **Boys' Uniform:**

### **SUMMER:**

Navy shorts  
Jade polo short sleeve top  
Navy bucket hat

### **WINTER:**

Navy track pants  
Jade Polo long sleeve shirt  
Navy and jade rugby jacket

Students in Grade 6 are given the opportunity to purchase a Grade 6 commemorative shirt which celebrates their time at primary school.

## **Sports Uniform:**

Jade polo top  
Navy shorts.

***\*\*Thongs, beach sandals, singlet tops, midriff tops, lycra bike shorts and board shorts are not acceptable school clothing.***

***\*\* For safety reasons jewellery is not to be worn. Sleepers or studs in ears are acceptable***

***\*\*Makeup is not to be worn***



# SCHOOL PROGRAMS

## EXCURSIONS, CAMPS AND SPORTS

Throughout the year the children will go on several excursions. Permission forms must be filled in by parents prior to children taking part in an excursion.

A camps/excursions program for children will be organised for all grades throughout the year.

Efforts will be made to keep the cost of camps to a minimum. School Council has made efforts to subsidise the costs of camps. You are most welcome to make payments on a regular basis throughout the year to assist in budgeting for these expenses.

All consent forms must be carefully completed before children are allowed to attend a camp or excursion.



## SWIMMING PROGRAM

We run a swimming program at the Nyah Community Pool for children in all grades.

This occurs in term 4.

Children will work in groups of similar ability and the swimming program will build upon the children's previous experience and abilities. Parent assistance for this program is always appreciated. A bus will transport children to and from school.

# GENERAL INFORMATION

## ATTENDANCE

Regular attendance is most important in the life of school children. It maintains continuity of learning experience and aids social development. It is important for children to be on time each day at 9 am and ready to participate. All classes begin with a focussed teaching session that sets the tone for the day. Appointments for doctors, dentists, hairdressers, etc. should be made out of school hours if possible. If students are absent from school a phone call home will be made to follow up on the absence.

## ABSENCE NOTES

It is important that a written absence note in a student's diary, through SeeSaw or phone call to the school must be given explaining why your child was away. Schools must now ensure that there is a satisfactory reason for an absence. If your child is absent without an explanation the school will contact you at their earliest convenience for an explanation of the absence.

If children are leaving early or arriving late, they must be signed in or out in the register at the front office.

## VISITORS

Parents who come to school to see children or to help in the classroom must come via the main office. Please make sure that you sign in which indicates that you are an authorised visitor. Record the time you arrived and the time that you sign out.

## CHANGE OF ADDRESS/TELEPHONE NUMBERS

Please notify the school with regard to *any* change of address, telephone number and particularly **emergency contact numbers** in case of illness or accident. This helps us to look after your child in the best possible way.

## MONEY

It is advisable that any money sent to school is placed in a securely sealed envelope with your child's name and the reason for the payment clearly written on it. Payment envelopes are available from the school.

## PARKING

There is limited parking space at the front of the school. If you pick up or drop off your children from the front of the school please make sure they cross the road safely. Also note that this is a one-way street out the front of NDPS, please remind others who may be collecting your child of these precautions.

There is an area reserved as a bus parking area at the far main gate. Please ensure that you are familiar with this area and leave sufficient parking space for the school bus each morning and afternoon.

The school crossing is at the east side of the school on Frederick Street and should be used daily by children to cross to and from school. Please ensure your children use this crossing safely.





### **BOOK CLUB**

Our School participates in a monthly or bi-monthly book club. Orders are sent home with the children if you would like to participate.

### **LOST PROPERTY**

If your child loses any item, please check the Lost Property box at School. The missing item could often be found there.

It does help to have a name on all items brought or worn to school and these should be checked regularly to make sure that they are still legible. Frequently we find that as items are washed the names fade and we are not able to find the owners. Second-hand uniforms are available, please enquire at the office.

**\*\*Please clearly name all children's clothing as these items are often lost or mislaid.** Whilst we will try to ensure that lost items are returned to their owners, staff cannot be responsible for children's property.

### **SCHOOL PHOTOS**

School Photos are organised once a year. Information on the School Photos and the costing and process we undertake is shared with families prior to School photos being taken. You may choose to purchase these if you wish.

### **LUNCH ARRANGEMENTS**

Children will eat lunch with teacher supervision. Students have a fruit snack between 10am and 10.30am. Be sure that your child's lunch box or bag is clearly labelled. No glass containers are permitted. The school encourages healthy eating choices. We are an Anaphylaxis Friendly school, meaning we discourage students bringing nuts or nut-based foods to school, and would appreciate families ensuring no nuts come to school with children.

Lunch orders are held on the last Friday of each month in conjunction with a casual dress day. Lunches are simple heat and serve meals like, pies, hotdogs, chicken nuggets etc. Parent helpers prepare, heat and serve these lunches, each family is placed on a roster and given the opportunity to choose a day that suits them. Available parents can put down as many days as they like.

During Term 2 & 3 each Wednesday, students may bring along precooked food, wrapped in foil and clearly named, to be heated in the school's pie warm.





## **BUS**

A free bus is provided for some children who attend the Nyah District Primary School. The school bus travels to Vinifera, Nyah, Wood Wood and surrounding areas. If you wish to view a map of the bus route or to access this service, please contact the office.

Bus passes must be obtained if a child is not a regular passenger and wishes to travel on the bus or if there is to be a change to the regular travel program of your child. The bus driver requires this information for safety reasons. Public Transport Victoria paperwork needs to be completed before students can travel on the school bus. This paperwork is included in enrolment packs.

## **MOBILE PHONES.**

Students are not permitted to have mobile phones at school. If for some reason it becomes necessary for your child to have a phone at school, then it must be left at the office and collected at the end of the school day.

## **PERSONAL GOODS BROUGHT TO SCHOOL AT OWNER'S RISK.**

The school is unable to take responsibility for loss or damage of personal items that are brought to school by children and therefore we encourage students not to bring valuable items to school. Should there be a valid reason that a valuable item is brought to school it should be left at the office for safe keeping.

## **BICYCLES/SCOOTERS**

Bicycles and scooters are not allowed to be ridden inside the school grounds. There is a bike rack for students to store bikes and scooters in whilst at school. The bike racks are out of bounds during recess or lunch times.



# STUDENT HEALTH

## SERVICES TO THE SCHOOL

The local schools' network provides assistance from specialist staff on a visiting basis. Student Support Services can be accessed after the correct paperwork has been completed. When needed we are able to access these Student Support Services:

- School Nurse
- School Dental Service
- Social Worker
- Speech Pathologist
- Visiting Teacher

## SICK CHILDREN

It is usually in the best interests of your child and others that they stay at home if they are unwell. It is not always possible to provide adequate supervision for sick children at school. If your child becomes sick at school we will contact you, or your listed emergency contact number, to request that you collect your child.

## ANAPHYLAXIS (SERIOUS ALLERGIES)

### Nyah District Primary School is an Anaphylaxis Friendly school.

- As a school we would like to provide responsible support for children who have allergies and suffer anaphylactic reactions that may be life threatening. Therefore, it is in our school's best interest for all our students to be provided with a safe and supportive environment which is **anaphylaxis friendly**.
- Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening. The key to prevention of anaphylaxis in schools is the knowledge of those students who have been diagnosed at risk, awareness of triggers (allergens such as nuts), and prevention of exposure to these triggers.
- On enrolment, parents with children who have an allergy which results in an anaphylactic reaction must supply that school with as much information regarding their child's condition including a Medical Plan supplied by a doctor and an EpiPen and/or medication to be kept at school.
- MOST IMPORTANTLY:** Parents must be responsible for educating their children about their anaphylaxis. Students who suffer anaphylaxis should follow strict rules regarding their eating habits as stipulated and instilled by the parents.
- Partnerships between schools and all parents are important in ensuring that certain foods or items are kept away from school. Parents need to be aware of which food items could be a potential risk. Items such as peanut butter, Nutella, any sort of nuts are examples and should not be provided in children's lunch boxes. There are still plenty of other items available that can be placed in your child's lunch box, such as a variety of other sandwich fillings, fresh & dried fruit and vegetables, yogurt, cheese. At all times the sharing of food is discouraged.
- Parents who would like to read the '**Anaphylaxis Policy**' can obtain a copy from the school office.



## ASTHMA/EPILEPSY/DIABETES

Individual Health Management plans are needed for children with serious health problems such as asthma, diabetes, epilepsy etc. These plans are available from the DET website or your GP and are to be signed by your child's doctor and regularly updated. At Nyah District we have staff with current First Aid training; we also have staff trained for specific illnesses like asthma, diabetes and epilepsy. If your child has a specific illness or allergy not mentioned above please let the school know so that we can arrange appropriate training for our staff.



## MEDICATION AND TABLETS

Children who need medication must have a Medication Authority Form completed by their GP and then hand the paperwork and medicine to the teacher immediately upon arrival at school. **All medicines must be clearly marked with the child's name, time to be taken and dosage required.** These will then be kept in a secure location. Parental contact on such matters is important. Medicines or tablets left in school bags may be a risk to other children. No child will be given tablets or other medicines without correct permission. Parents will be contacted by telephone (if possible) should a child become ill at school, or suffer an accident. **A Medication Authority Form, signed by a Doctor, clearly outlining the name of the medication and the dosage required for all long-term medications (such as ADHD medications), must be included with all students enrolment information, if medication is to be given during school hours.**

## INFECTIOUS DISEASES AND EXCLUSION TABLE

The principal is required to exclude children who have an infectious disease, under the Health (Infectious Diseases) Regulations 1990. Please phone the school or ask your doctor if you are unsure of the exclusion period for a particular illness. More information is available on the Department website [www.education.vic.gov.au](http://www.education.vic.gov.au)

**Children who have not been immunised must be excluded from school for the duration of an infectious outbreak.** It is important that the school has the required information regarding immunisation when your child commences at the school.

## HEAD LICE

Due to the prevalence of head lice we conduct occasional head lice inspections on children with signed parental permission. Parents will be notified if their children are found to have head lice. We also ask parents to please check their children regularly and treat when necessary. Head lice are very hard to get rid of, but if we all do our bit we have a better chance of controlling them.









Nyah District Primary School

No 5456

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Phone 03) 5030 2548

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